

**CHARTER TOWNSHIP OF DELTA**  
Public Meeting Room A  
Delta Township Administration Building  
7710 West Saginaw Highway  
Lansing MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR  
MONDAY, FEBRUARY 17, 2014**

**I. CALL TO ORDER**

**II. OPENING CEREMONIES – Pledge of Allegiance**

**III. ROLL CALL**

Members Present: Trustee Dennis Fedewa, Trustee Jeff Hicks, Trustee Doug Kosinski, Clerk Mary Clark, Treasurer Howard Pizzo, and Supervisor Kenneth Fletcher.

Members Absent: Trustee Karen Mojica

Others Present: Community Development Director Mark Graham, Lieutenant Jeff Campbell, Finance Director Jeff Anderson, Fire Chief John Clark, Assistant Fire Chief Mike Roman, Manager Richard Watkins and Deputy Manager Jenny Roberts.

TRUSTEE HICKS MOVED TO EXCUSE TRUSTEE MOJICA.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**IV. PRESENTATIONS AND PROCLAMATIONS**

**1. Fire Department Badge Pinning**

Fire Chief John Clark stated that there are some promotions and a badge pinning for Kenway Hensley who has been with the Township for around six months, however through various circumstances have not been able to perform the badge pinning.

- a. Captain Kent Nordlund was promoted from Lieutenant to Captain and was pinned by niece Corrine.
- b. Lieutenant Steve Funk was promoted from Engineer to Lieutenant and pinned by his father in law Mike and his wife Angela.

- c. Kenway Hensley is a new hire and was pinned by Assistant Fire Chief Mike Roman.

**V. SET/ADJUST AGENDA**

Trustee Fedewa requested to add an RFP for Rezoning.

TRUSTEE FEDEWA MOVED TO ADOPT THE AGENDA AS ADJUSTED.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**VI. PUBLIC HEARINGS - NONE**

**VII. COMMUNICATIONS - NONE**

**VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA (*maximum two minutes*)**

**IX. INTRODUCTION OF ORDINANCES**

**X. PASSAGE OF ORDINANCES**

**1. Adoption of Zoning Ordinance Amendments Pertaining to Blood Plasma Centers.**

The Community Development Department recommends the Township Board amend the Delta Township Zoning Ordinance identified as Case No. 12-13-21, dated January 8, 2014. The proposed amendments pertain to Blood Plasma Centers.

TRUSTEE KOSINSKI MOVED THAT THE DELTA TOWNSHIP BOARD ADOPT AMENDMENTS TO SECTIONS 2.2.0, 14.3.0, 15.3.0, 18.15.0, AND 18.16.0 OF THE DELTA TOWNSHIP ZONING ORDINANCE PERTAINING TO BLOOD PLASMA CENTERS. THE PROPOSED AMENDMENTS ARE IDENTIFIED AS CASE NO. 12-13-21. FURTHER, THE TOWNSHIP CLERK IS HEREBY DIRECTED TO PUBLISH A NOTICE OF ADOPTION OF THE AMENDMENTS IN LOCAL NEWSPAPERS AND THE AMENDMENTS SHALL BECOME EFFECTIVE UPON PUBLICATION.

Section 2.2.0 (Definitions)

Blood Plasma Center. A building and premises used for the primary function of the performance of plasmapheresis. Plasmapheresis means the procedure whereby whole blood is removed from a plasma donor by venipuncture or phlebotomy, the plasma is separated therefrom for sale or transfer, and the

formed elements of the blood are returned to the donor. This definition does not include blood banks in which primarily whole blood is extracted from donors and used, transferred or sold, such as blood donation centers sponsored by the American Red Cross.

Section 14.3.0 (B1 district, Special Land Uses)

T. Blood Plasma Center.

Section 15.3.0 (B2 district, Special Land Uses)

U. Blood Plasma Center.

Section 18.15.0 (B1 district, Special Land Uses)

T. Blood Plasma Center.

- (1) Parking shall be provided at a rate of 1 space for each collection station, 1 space for each person permitted to occupy the waiting area, and 1 space for each employee in the largest working shift. The Zoning Administrator shall review the proposed floor plan for the Plasma Center and may require additional parking for processing rooms/booths, staging & test areas, etc.
- (2) A waiting area and restroom facilities must be available to all clients at least one hour prior to the start of business inside the building housing the blood plasma center.

Section 18.16.0 (B2 district, Special Land Uses)

U. Blood Plasma Center.

Same requirements as Section 18.15.0(T).

TREASURER PIZZO SUPPORTED THE MOTION.

ROLL CALL:

AYES: TRUSTEE R. DOUGLAS KOSINKSI, TRUSTEE JEFF HICKS, TRUSTEE DENNIS FEDEWA, CLERK MARY R. CLARK, TREASURER HOWARD PIZZO AND SUPERVISOR KENNETH FLETCHER..

NAYS: NONE

ABSENT: TRUSTEE KAREN MOJICA

THE MOTION PASSED 6-0.

**XI. CONSENT AGENDA –**

TREASURER PIZZO MOVED TO APPROVE THE CONSENT AGENDA AS SUBMITTED.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

ROLL CALL:

AYES: TREASURER HOWARD PIZZO, TRUSTEE DENNIS FEDEWA, TRUSTEE JEFF HICKS, TRUSTEE R. DOUGLAS KOSINSKI, CLERK MARY R. CLARK, AND SUPERVISOR FLETCHER.

NAYS: NONE

ABSENT: TRUSTEE MOJICA

THE MOTION PASSED 6-0

<b>2. Bills and Financial Transactions</b>	<b>\$2,362,436.90</b>
Bond/Debt Payments	
Investments	
Payroll & Related	315,002.81
Refunds	12,630.31
Tax Distributions	1,470,967.93
Vendor Claims	563,835.85
Total	\$ 2,362,436.90

TREASURER PIZZO MOVED TO APPROVE THE BILLS AND FINANCIALS IN THE AMOUNT OF \$2,362,436.90.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**3. Minutes**

February 3, 2014 – Regular Board Meeting Minutes

TREASURER PIZZO MOVED TO APPROVE THE FEBRUARY 3, 2014, REGULAR BOARD MEETING MINUTES AS PRESENTED.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**4. Recommendation to add Huntington Bank as an authorized Financial Institution**

The Finance Director recommends that the Township Board approve Huntington Bank as an authorized financial institution to provide the Township with investment and depository services.

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE HUNTINGTON BANK AS AN AUTHORIZED FINANCIAL INSTITUTION TO PROVIDE THE TOWNSHIP WITH INVESTMENT AND DEPOSITORY SERVICES.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION**

**XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA**

**12. RFP for Rezoning**

**XIV. ITEMS OF BUSINESS**

**5. Referral of Art Baryames Rezoning Request to the Planning Commission for the Purpose of Holding a Public Hearing in Case No. 2-14-04.**

The Community Development Department recommends that the Delta Township Board refer Mr. Art Baryames' request to rezone the property described in Case No. 2-14-04, to the Planning Commission for the purposes of holding a public hearing on the matter submitting a recommendation to the Township Board.

TREASURER PIZZO MOVED THAT THE BOARD REFER MR. ART BARYAMES' REQUEST TO REZONE THE PROPERTY DESCRIBED IN CASE NO. 2-14-04, FROM O – OFFICE TO B2 COMMUNITY COMMERCIAL TO THE PLANNING COMMISSION FOR THE PURPOSES OF HOLDING A PUBLIC HEARING ON THE MATTER AND SUBMITTING A RECOMMENDATION TO THE TOWNSHIP BOARD.

TRUSTTEE HICKS SUPPORTED THE MOTIION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**6. Appointment to the Delta-Waverly District Library Board**

The Township Supervisor recommends the Township Board appoint Douglas C. Drake to the Delta-Waverly District Library Board for a partial term expiring June 30, 2017.

Supervisor Fletcher outlined Mr. Drake's previous experience and stated that his strong financial background will be an asset to the DWDL Board while they work to bring the budget back into compliance. Supervisor Fletcher stated that Mr. Drake would replace Travis Radina who has resigned.

CLERK CLARK MOVED THAT THE TOWNSHIP BOARD APPOINT DOUGLAS DRAKE TO THE TERM EXPIRING JUNE 30, 2017 TO THE DELTA-WAVERLY DISTRICT LIBRARY BOARD.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**7. Resolution in Support of Regionalizing Governance of the Lansing Board of Water and Light**

The Township Supervisor recommends that the Township Board adopt a resolution in support of regionalizing the governance of the BWL.

Supervisor Fletcher stated that the Township is working with the City of Lansing to add representation from communities that are customers of BWL, the resolution reflects working with Nathan Triplet Mayor of East Lansing. The East Lansing City Council is looking to adopt a similar resolution.

Supervisor Fletcher stated that the resolution is a statement that the Board supports the concept of adding representatives from all of the areas served by the BWL.

CLERK CLARK MOVED ADOPTION OF THE RESOLUTION IN SUPPORT OF REGIONALIZING GOVERNANCE OF THE LANSING BOARD OF WATER LIGHT.

WHEREAS, the Lansing Board of Water and Light (BWL) is a municipally-owned utility presently governed by an eight member Board of

Commissioners appointed by the Mayor of Lansing with the consent of the Lansing City Council; and,

WHEREAS, the BWL provides electric service not only to the City of Lansing, but also to the townships of Delta, Lansing, Delhi, Dewitt, Meridian, Watertown, and Windsor and to the City of East Lansing; and,

WHEREAS, nearly 40% of the residential electric customers served by the BWL are presently unrepresented on the Board of Commissioners; and,

WHEREAS, meaningful representation of customer communities is essential to the credibility and accountability of the BWL; and,

WHEREAS, Delta Township desires to work cooperatively with the City of Lansing and customer communities from across our region to develop a plan to regionalize the governance of the BWL,

NOW, THEREFORE, BE IT RESOLVED, that the Delta Township Board supports the development and passage of an amendment to the Lansing City Charter to regionalize the governance of the BWL by providing representation on the Board of Commissioners to customer communities that are currently unrepresented; and,

BE IT FURTHER RESOLVED, that the Delta Township Board believes that regional representation on the BWL's Board of Commissioners should be provided in rough proportion to each customer community's share of residential electric customers; and,

BE IT FURTHER RESOLVED, that the Delta Township Board believes that an advisory or ex officio role for currently unrepresented insufficient and that meaningful representation can only be accomplished of voting regional representatives to the Board of Commissioners; and,

BE IT FURTHER RESOLVED, that the Delta Township Board believes that regional representatives added to the Board of Commissioners should be appointed by the Supervisor or Mayor of each customer community with the consent of their Board or Council; and,

BE IT FINALLY RESOLVED, that the Delta Township Board requests that the Township Clerk transmit a copy of this resolution to the Mayor of Lansing and to the President of the Lansing City Council.

TRUSTEE KOSINSKI SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**8. Recommendation to Approve Manager's Contract**

The Township Supervisor recommends the Township Board approve a one-year employment contract for the Township Manager with the Charter Township of Delta.

Supervisor Fletcher stated that there were relatively minor changes made to the contract and the only substantive one was that should Manager Watkins elect to retire next year, or the Board choose not offer an extension, neither action would trigger the severance pay clause. Also the provision requiring 90 day notice of leaving the Township was removed.

Trustee Fedewa stated in section 2.05 contract renewal, the word Section 5 – disability the items above it in the original language - terms such as sickness, accident, injury, mental incapacity, or health should be removed as the definition of disability is included.

Trustee Fedewa referenced section 8, delivery of property on termination; he suggested adding the word radios after telephone equipment as a variety of electronic items are listed.

Supervisor Fletcher asked if Manager Watkins had any issues with the suggested changed. He stated he did not if he understood them correctly.

Clerk Clark asked Trustee Hicks whether the changes suggested reflect the Board's intent. Trustee Hicks stated that disability is defined in the added paragraph and he doesn't believe striking those words make a difference.

Trustee Kosinski stated regarding an employment termination situation there is generally language stipulating the employee will get rid of any files in their personal possession, particularly electronic copies.

Trustee Fedewa states that there is always the chance that something would be returned and a copy kept.

Trustee Hicks stated that employment termination and related at least at the state level are dealt with in a policy format rather than contractual and asked Manager Watkins if that were the case here and Manager Watkins confirmed.

Manager Watkins further stated that he has no confidential records in his possession and with the Freedom of Information Act there is very little that is confidential other than personnel files.



TRUSTEE HICKS MOVED TO ADOPT THE EMPLOYMENT AGREEMENT AS IT EXISTS IN THE BOARD PACKET WITH TRUSTEE FEDEWA'S FRIENDLY AMENDMENT.

CLERK CLARK SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

#### **XV. MANAGER'S REPORT**

- Manager Watkins stated the staff retreat was held today and the office was closed. Each employee received an *I Am Delta* T-shirt in support of the ongoing branding campaign.
- The Lansing Regional Chamber of Commerce dinner is February 20.
- The DeltaSide Expo has work shifts available and if planning to work, to let Deputy Manager Roberts know.

Trustee Fedewa asked about a grant application regarding a designation to be a redevelopment ready community. Manager Watkins stated that it had been submitted however, the Township appears to be ineligible, however, does make the Township eligible for certain things.

#### **XVI. COMMITTEE OF THE WHOLE**

##### **9. Accounting Department Report, Jeff Anderson**

Finance Director Anderson spoke regarding progress made on the 2013 departmental goals for Accounting and Treasury as well as goals for 2014.

- Increased E-bill customers for utility billing by 40% saving \$7,000 in printing and mailing costs.
- Radio read for water meters – which started as monitoring abnormal water use. Recently an unoccupied home was found to have water running non-stop in the basement – which would have previously taken 6 weeks to detect. For 2014 the department is looking at a software add on which will give residents the ability to monitor their usage online.
- Online bill pay has increased by 40% which has grown from 400 to 700 payments per month.
- Ensuring at least 2 people cross trained in utility billings.
- 100% of Accounts Payable invoices are now approved electronically eliminating filing of these invoices.
- Paperless journal entry system.

- Successfully completed water supply system bond issue (\$4,000,000) at 2% interest rate for 20 years.
- New process for printing/mailling tax bills saving #2,500 annually.
- Completed the OPEB actuarial done every 3 years, which is a labor intensive process and received a lot of help from Linda Wells.

Finance Director Anderson stated other items of significance are that he led the Employment Benefit Committee, ultimately recommending and implementing the high deductible PHP plan. The Accounting Department worked with the Manager's office to implement a new parking ticket collection process. Director Anderson also stated that a new Payroll Account Clerk II was hired in December and that 17,000 customers were served at the counter, which was 1,000 less than 2012 due to e-services.

Finance Director Anderson next reviewed 2014 goals.

- Continue training new employee and eliminate manual payroll process.
- Continue reorganization of department, work with lead employees to become leaders/managers.
- Improve customer service both internally and externally.
- Increase e-bill enrollment by another 10% (1,320).
- Convert bank reconciliation process to BS&A from Excel.
- Review investment policy; potential new investment opportunities after rates change.
- Train staff to process payroll in a back-up role.
- Organize Employee Benefit Committee to review retiree health care and savings options.
- Work with team to negotiate new union contract.
- Evaluate implementing self-service terminal at library to pay/review utility bills and taxes.

#### **10. Assessing Department Report, Brian Thelen**

Assessing Director Thelen stated that the 2013 was a challenge both internally and externally. There were multiple changes between appraisers and secretaries which greatly affected goals for 2013, however anticipate now that the department will be able to achieve its 2014 goals now that it is fully staffed. Assessing Director Thelen stated that newly passed legislation affecting assessing needs to be implemented.

Assessing Director Thelen stated the residential class property values are rising and believes that the Township is over the hump in terms of the residential class. In terms of the commercial class is generally following that

of the county.

Percentage Change in Assessed Values						
Tax Year	Residential Class	County Avg.	Commercial Class	County Avg.	Industrial Class	County Avg.
2014	2.3%	1.4%	2.0%	2.3%	-2.3%	3.5%
2013	-1%		-1%		8%	
2012	-2%		-3%		-3%	
2011	-4%		-8%		-8%	
2010	-8%		-6%		-6%	

Assessing Director Thelen stated that the Industrial class was hurt largely by a couple of large sales such as Norplas which was a bank sale however, still used in the study.

Trustee Fedewa noted the 11% differential between 2012-2013 and whether this is surprising. Assessing Director Thelen stated it is based on the sales being utilized in the study year. In the Township's case, there were some good sales last year such as FedEx property, the Superior Asphalt property and 1 other sell at around \$45,000 an acre. Those properties were used to set values and now in 2014 the sales used in the study are not as good as the ones in 2013. Just a few good sales can affect the numbers greatly since there isn't much value in the Industrial sales. Assessing Director Thelen states this causes fluctuation from year to year and the values are justified by the county and state based on what things are selling for.

Assessing Director Thelen stated that the taxable value change over 2013 was flat and the inflation rate for 2014 is 1.6% which means that the gap or the difference between the assessed value and the taxable value is increasing which hasn't been the case in 5-6 years. The rate of inflation is also a good benchmark for budgeting as well.

Assessing Director Thelen stated that services accessed via the web by title companies, real estate companies, appraisers and the general public - registered 52,206 hits for property and land data which is an average of 4,350 per month. Assessing Director Thelen stated that feedback from appraisers regarding the website, praise the extent of the data found on the website and that all information that can be obtained in the assessing office is now available online.

Assessing Director Thelen stated that data verifications for 2013 were 500, with the goal being at least 3,000. This was an area hit particularly hard due to the internal staffing transitions – with a good portion of 2013 with 1 appraiser. Assessing Director Thelen stated that with the addition of the 2<sup>nd</sup> appraiser who transferred from the Clerk's office and is doing a good job just wasn't up to speed on the

process. Assessing Director Thelen stated that in 2014 the department plans on hitting their goal as well as focusing on Grand Ledge.

The Assessing department inspected 275 building permits. Regarding personal property, 111 accounts were added and 94 deleted.

Assessing Director Thelen stated that some of the larger projects in Delta Township are Longhorn Steakhouse, the mattress company, the Lansing Mall theater, Norplas, Rifkin and Meijer warehouse.

Assessing Director Thelen stated that some of the other activities are the Summer Tax roll at \$34.4 million and the Winter Tax roll at \$23.1 which are relatively consistent with 2012. There was one IFT certificate issued for Norplas.

Deeds, Transfers & Principal Residence Exemptions		
	2012	2013
Various Deeds Processed	1015	1069
Warranty Deeds Processed	674	583
Principle Residence Exemptions	712	375
Sales Used In Study	191	261
Average Sale Price	\$139,000	\$145,700

Assessing Director Thelen stated that for the deeds, transfers and principal residence exemptions in 2013, the most important area is the Sales Used In Study – which for 2013 was 261 with an average sale of \$145,700 compared to, and average sale price in 2012 of \$139,000. This data is encouraging and shows the amount of sales going up, it also means a lot of homes are coming off the market and the average sale price has had a pretty significant increase.

Assessing Director Thelen stated that of the money paid by taxpayers the following table is a breakdown. Delta Township has approximately 30-35% of the value of the entire Eaton County tax database.

Tax dollars Paid By Delta Township Residents	
Grand Ledge Schools: \$8,020,205.83	Eaton County Allocated: \$3,418,016.98
Waverly Schools: \$10,599,852.32	Delta Township Operating: \$6,038,093.05
Lansing Schools: \$64,438.29	Delta Library: \$1,225,097.27
Lansing Community College \$4,679,639.69	Paramedic/Fire: \$1,212,297.17

Assessing Director Thelen spoke regarding recent legislative changes. Public Act 161 – The Disabled Veteran's Exemption is a law if the criteria of 100% disablement is met and considered unemployable that exemption from property

taxes can be made. It is also open to the surviving unmarried spouse living in the home. So far there have been 6 exemptions and the Township will be proactive and try to help the Veterans in the Township get the exemption. Assessing Director Thelen stated that he believes this law will be revised to possibly include some type of asset test to similar to that of the poverty exemption.

Assessing Director Thelen next addressed the Public Act 402, Eligible Personal Property Exemption. Beginning December 31, 2013 eligible personal property is exempt from taxation. In order to be eligible and qualify for the exemption, the personal property must meet all of the following conditions:

- Exemption must be property claimed **and**
- The personal property must be classified as industrial or commercial **and**
- The combined true cash value of all industrial and commercial personal property owned by, leased by or in the possession of the owner or related entity is less than \$80,000 in the local tax collecting unit **and**
- The property is not leased to or used by a person that previously owned the property or is controlled by a previous owner.

In order to claim the exemption, the owner of the eligible personal property must **annually file** an affidavit (form 5076), with the local tax collecting unit where the property is located **no later than February 10.**

Personal Property is defined as all machinery, equipment, furniture, fixtures, outdoor advertising signs and unlicensed commercial vehicles. The Act will be repealed if not approved by a majority of the qualified electors of the State who will vote at election in August 2014. If repealed, exemptions will be removed for 2015. Assessing Director Thelen stated that to date, there are still approximately 350 that qualify who have not filed.

Trustee Hicks stated that this law is quite burdensome on the Assessing department and needs to be done annual. Trustee Hicks stated that there is also the audit component that needs to be completed and asked whether that has been outlined. Assessing Director Thelen stated that process has already begun, based on affidavits received. Trustee Hicks asked whether the affidavits are being accepted after the filing deadline of February 10, 2014 and Assessing Director Thelen stated if sent after the deadline they are passed to the Board of Review and that he would verify this information.

Assessing Director Thelen demonstrated with the following figures, the impact of the Personal Property Exemption would have if all 1,461 commercial personal property parcels with a \$40,000 taxable value or less.

- (-) \$10,173,700 taxable value loss

The estimated loss in revenue for the following:

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Delta Operating	(-) \$50,083
PM/FF	(-) \$10,067
Library	(-) \$10,173

Assessing Director Thelen states that the Public Act 497 – Transfer of Ownership, beginning December 31, 2013 transfer of residential property is not a transfer of ownership if the transferee has one of the following relationships to the transferor and the use of the property does not change:

- Spouse
- Father or Mother
- Father or Mother of the spouse
- Son or daughter
- Adopted son or daughter
- Son or daughter of the spouse
- Siblings

This exemption from uncapping does not apply to a trust, a limited liability company or to distribution from probate.

Assessing Director Thelen stated that the Michigan Tax Tribunal has slowed down in Delta Township with 31 cases settled in 2013 and 59 cases currently pending. There were 5 cases settled in 2013 for Grand Ledge and 6 cases currently pending.

Regarding 2014 Assessment Notice, Assessing Director Thelen states these notices will be mailed February 21 and are processed by Centron Data Services. Taxpayers will receive notices 14 days prior to the Board of Review. Personal property notices are printed in-house, mailed February 26, 2014 by Aldinger, Inc. The Township is in its second year of its five year contract with Grand Ledge. There were 91 building permits reviewed, 268 various deeds processed and 126 Transfer Affidavits processed.

#### 2014 Board of Review

Appeal sessions are by appointment only, scheduled in 15 minute increments

#### Delta Township

Organizational Meeting (no appeals): Tuesday, March 4, 8am

Appeal Sessions: Monday, March 11, 9am – 5pm Tuesday, March 12, 1pm– 9pm

Wednesday, March 13, 9am – 5pm

#### City of Grand Ledge

Organizational Meeting (no appeals): Tuesday, March 11, 9am

Appeal Sessions: Tuesday, March 25, 9am – 5pm

Wednesday, March 27, 1pm – 9pm

Trustee Fedewa stated that there has been discussion regarding reimbursement to local units of government to recoup the loss of revenue and setting up a special assessment district for services such as Fire. Trustee Fedewa stated that he understands this likely won't occur because it is on such flimsy legal ground. Assessing Director Thelen agreed. Finance Director Anderson stated that the formula for the special assessment is so complex that the State Treasury department doesn't have a clear understanding of it and believes that it will be revised in some way.

Supervisor Fletcher stated that he has attended the MTL Board of Review Training – a requirement in order for the Township to be considered for a Township of Excellence Award. Supervisor Fletcher states that he learned a lot about it and was impressed and asked if the Township requires its Board of Review to attend this training. Assessing Director Thelen states that the Board of Review was at the training at the advanced session. Supervisor Fletcher stated that perhaps that training should be mandatory for new Board of Review members and Assessing Director Thelen agreed.

Trustee Kosinski asked what the status of the Townships application for the Township of Excellence award was. Manager Watkins stated there were several sections that were approved, however there were some deficiencies that are being worked on.

**11. Clerk's Office Department Report, Mary Clark**

Clerk Clark stated there was a change within the Clerk's office in 2013. Still in the office are Tracy Ruiz the Deputy Clerk who is coming up on her 36<sup>th</sup> anniversary of employment with the Township. Anne Swink who has been with the Township for 34 years and Heather Bouck who had been in the Clerk's office for approximately 8 years moved to the Assessing department. There was a new hire in June 2013, Kerri Trezise and that additional allowed some shifting of job responsibilities and has worked out well for our department.

Clerk Clark stated that much of the data provided is data that the Clerk's office is required to maintain. During 2013 there was only one school election for which only 12.2% voter turnout of the eligible voters in the Township. Clerk Clark states that all costs (except for the Clerk's salary and regular Clerk office time) are reimbursed by the school district. The following table shows yearly comparisons of election data.

ELECTIONS				
	2010	2011	2012	2013
Elections Conducted	2	1	4	1
New Voter Registration	6,317	6,062	7,003	5,260
Changes Processed		3,279	4,644	3,198
Cancellations		2,783	2,359	2,422
Absentee Voter Ballots Issued	7,509	3,670	14,122	1,385
Registered Voters	23,952	23,768	24,572	(WCS) 11,371 (Delta) 24,751
Election Chairman & Inspector Classes	28	5	62	8
Total Voters All Elections	24,042	4,166	30,644	1,768
Election Inspector Costs	\$47,119.25	\$12,092.50	\$95,631.00	\$9,380.75
Election Inspector Cost Per Election				
Presidential Primary			\$24,321.25	
School		\$12,092.50	\$5,685.75	\$9,380.75
Primary	\$20,433.00		\$25,536.50	
General	\$26,686.25		\$40,087.50	

- 2013 Year End Audit of QVF to Master Card File
- Benchmarking Data

Clerk Clark stated that a 2013 goal was to cross train in the BS&A program and all 4 staff members in the Clerk's office went through that training. An annual comparison of data for cemeteries is provided below:

CEMETERY				
	2010	2011	2012	2013
Burials	77	74	54	85
Earthen Plots Sold	61	66	64	39
Cremain Plots Sold	12	8	8	18
Columbarium Plots Sold	0	6	2	0
Total Plots Sold	73	79	74	57

2013 Cemetery Audit

- Status
- Timeline for Completion



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Use of this software brought about the need for a cemetery audit in conjunction with the results for the vehicle audit – which revealed some information that needed to be changed. Clerk Clark stated that when the cemetery audit was initiated the timeline was estimated at a couple of months. Clerk Clark stated that the project is currently in its fifth month and will be tabled until January 2015 and anticipate completion by the end of 2015.

Clerk Clark stated that a major issue revealed has to transferring of plots and the fact that each transfer initiated a new deed number with no tracking between. This practice has been changed, the deed number will remain the same, easing tracking of the deed from person to person.

Clerk Clark stated the second issue identified is that a significant amount of deed data in terms of paper, is missing. This means the verification of ownership or occupancy for some plots is missing. This data is being entered into BS&A as coded data and mapped or cross referenced to a binder in the vault, which will identify certain problems with history transactions.

Clerk Clark stated there are also about 6 plots that will need to be probed in the Spring to verify occupancy. There are also approximately 25 babies from the late 1800's to early 1900's that are not named or are missing lot/plot information on the burial rights certificate.

Clerk Clark stated that the following information is required benchmarking data.

	2010	2011	2012	2013
Number of Meetings	32	35	34	35
Number of Resolutions	192	187	177	191
Code/Zoning Ordinance Amendments	19	14	15	9

Clerk Clark stated that Passports continued to grow and the decision was made for 2014 to offer three extended evening hour passport drives rather than the passport Saturdays as in the past. During the August pre-election Saturday, staff felt due to the small size of the election, passports could be accommodated that day as well. Clerk Clark stated that the department had to purchase a new camera and printer toward the end of 2013 – which we also use for vending ID badges. As a Passport Acceptance Facility, we are required by the U.S. Department of State to have an official camera and printer.

The table below is provided for benchmarking data. Clerk Clark stated through training that she attended in 2012 that she learned the costs associated to send a passport expedited to the US Department of State can be charged to the requestor or the applicant. These fees were not previously being collected.

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	2010	2011	2012	2013
Total Fees Collected	\$15,501.00	\$66,866.24	\$71,828.41	\$78,125.80
Passport Fees to USDS	\$11,920.00	\$53,281.24	\$56,553.16	\$59,229.78
Passport Fees to Delta	\$2,825.00	\$9,517.00	\$10,075.00	\$13,194.00
Number of Passport Photos	63	339	373	418
Minor Passports	17	88	99	119
Adult Passports	96	426	419	419
Expedited Postage Fees to Delta			\$124.25	\$686.02

Clerk Clark stated that the number of license issued is fairly consistent with prior years. Clerk Clark noted that in review of Ordinances, found there is an MCL that requires a business going out of business to register with the local Clerk, in part as a customer safety measure in the sense that the business performs an inventory at the start of the going out of business sale and submit to the Clerk's Office. This prevents the business from running the sale with product never previously on site, continuously luring customers in. Clerk Clark stated that of the 7 Vendor licenses issued in 2013, 3 were firework tents, 1 was a food tent, and 3 were door-to-door.

	2010	2011	2012	2013
Vendor	5	5	6	7
Fireworks	1	1	1	1
Amusement/Entertainment	1	1	1	1
Going Out of Business	0	0	0	2

Clerk Clark states that the Township sells EATRAN tokens as a courtesy to the Township residents and the majority sold are student tokens, the second largest are seniors/handicap tokens.

Clerk Clark stated that other things the Clerk's Office did in 2013 were the office remodel which opened up the office. Record scanning is completed (records found at the end of 2012 that had not been scanned). The vehicle audit and the cross training on the BS&A Cemetery program.

Clerk Clark stated that in 2014 there will be three elections, Grand Ledge Schools in May, the Primary in August and the Gubernatorial in November which will take much of all of the department staff time during 2014. Clerk Clark stated that in addition the Township has contracted with the County Clerk's office to administer all election training for all election workers in the county. These sessions will be taught by Tracy Ruiz and Clerk Clark in Charlotte and is a true cost reimbursement to the Township. Clerk Clark explained that if a jurisdiction has less than 10,000 voters that the jurisdiction cannot administer its own training. No other jurisdiction other than Delta Township in the county can do their own training. Clerk Clark stated that in order to continue as trainers she and Ms. Ruiz will need to be re-

certified and that training will be in Kalamazoo within the next couple of weeks.

Clerk Clark also noted that the legislature passed a law late in 2013 that Clerk's must be recertified on a biannual basis with no parameters surrounding those requirements. Clerk Clark stated that she requires all staff in the department to be certified and re-certification will be in 2015. The Bureau of Elections is working on rolling out the training and will attempt to provide it in an e-learning environment.

Trustee Hicks asked the rationale behind the reimbursement of true cost for the training sessions. Clerk Clark stated that partly in the interest of regionalism as well as the appearance of doing it for profit. Additionally, Clerk Clark noted that she believes that the Township election workers are extremely well trained. Manager Watkins stated it is a fully loaded true cost.

Clerk Clark provided a list below of the statutory duties of Clerk:

- Custody of all Township records
- Records/maintains meeting minutes
- Publishes meeting minutes
- Keeps Oath of Office Book
- Responsible for all meeting notices
- Keeps/maintains all voter registration files
- Conducts elections – federal, state, local, county & school
- Keeps/maintains Ordinances and legal publications
- Prepares warrants for all Township checks – 1 of 3 approving invoices for payment and cosigns checks with Treasurer
- Appoints a Deputy Clerk
- Other – prepares financial statements, delivers tax certificates to county clerk

Additional functions of the Clerk's Office are below:

- Zoning Board of Appeals and Planning Commission meeting minute preparation
- Maintains all cemetery records
- Collects and maintains historical documents both legal and otherwise for the Township
- Serves as Township switchboard
- EATRAN token sale site
- Maintains Township vehicle records
- Maintains recycling grant data, prepares grant reports and the monthly newsletter
- Review and accept Passport applications

- Maintain postage meter and prepare monthly reporting to the Accounting department
- Process incoming mail for all Township departments
- Establish Street Lighting Districts
- Commission and Board Seats – track seats and applications
- Public Awareness – magazine articles, website and new resident pamphlet
- School and community Education
- Licenses – vendor, entertainment, amusement and going out of business
- Notary Public services

Treasurer Pizzo asked about the abbreviation of WCS in the Elections data presented, Clerk Clark stated Waverly Community Schools.

## **12. RFP for Rezoning**

Trustee Fedewa stated that he forwarded a copy of the RFP today and that normally it is not the Board's duty to review RFP's. Trustee Fedewa stated he wanted to review the RFP due to the recent discussion regarding the Saginaw corridor and that it is one of the highest priorities of the Township's Strategic goals. Trustee Fedewa noted the multiple discussions held prior regarding the Saginaw corridor and the Board's uncertainty of the tools available to further take action of any kind in regard to the Saginaw corridor and the Board's belief that it would be manifested in the RFP to go along side with the administrative need of updating and modernizing the Township ordinances. Trustee Fedewa stated he believes this is represented well in the RFP.

Trustee Fedewa stated he believed the other component of the RFP was to request inclusion of an assessment, review or recommendations of various zoning tools in relation to the Saginaw corridor, as well as specific zoning strategies such as zone based, setback requirements, cluster redevelopment zones. Trustee Fedewa stated he did not see these types of requests contained in the RFP. Trustee Fedewa asked Manager Watkins if he believed the RFP was for the dual purpose as he just described.

Manager Watkins stated that his understanding of what the Board wants to see is to review the zoning ordinance and modernize it with any new tools. That it is his intent to make this process as valuable as possible to meet the Board's concerns about the Saginaw corridor and believes the RFP does that. Manager Watkins also stated his belief that further discussions with the consultants once the Township receives the RFP's back will certainly show that.

Clerk Clark stated that she agrees with Manager Watkins and believes the RFP is pretty broad as it should be so as not to provide a preconceived solution. Clerk Clark stated that part of the process is to explore what all there is available without

controlling the outcome.

Trustee Fedewa stated he believes that the Township will receive exactly what is requested in the RFP and nothing more.

Manager Watkins stated his intent regarding the zoning ordinance is not to simply regurgitate the current zoning ordinance but to take a solid look at rewriting it.

Trustee Kosinski stated he agrees the zoning process is only one of multiple things that are going to need to happen on the Saginaw corridor. Trustee Kosinski stated that perhaps it should be explicit within the RFP that before any zoning ordinance is changed that it be should incorporate the department's already identified strategic goals and other planning documents.

Clerk Clark stated that multiple conversations, meetings and analysis have led up to this RFP for which responses are due March 3, 2014 and reiterated that she is comfortable with the contents of the RFP and the excellent Planning Department that moves the Township in the direction desired.

**XVII. PUBLIC COMMENTS – None**

**XVIII. ADJOURNMENT**

Supervisor Fletcher adjourned the meeting at 7:45 p.m.

CHARTER TOWNSHIP OF DELTA

KENNETH FLETCHER, SUPERVISOR

MARY CLARK, CLERK